

State of Montana
BOARD OF REALTY REGULATION
301 S PARK 4TH FLOOR, PO BOX 200513
HELENA MT 59620-0513
406-444-2961
Web Address: www.realestate.mt.gov
email address: dlibsdrr@mt.gov

BROKER RENEWAL APPLICATION

NAME:

ADDRESS:

LICENSE #:

Renewal fee \$100
Make check payable to
Board of Realty Regulation

The Board staff is here to assist you, however, as a licensee it is your responsibility to complete your renewal application in its entirety and return it by the specific deadline. **Incomplete renewals will be returned and considered not received.**

INSTRUCTIONS:

You can renew on-line at realestate.mt.gov – SAVE YOUR CONFIRMATION NUMBER

1. On-line renewal is available by e-check or credit card. Mail in fees are payable by check or money order. **DO NOT SEND CASH.** Make your check payable to: **Board of Realty Regulation.**
2. Failure to renew prior November 1, 2008 will result in your real estate license lapsing.
3. In order to renew you will need to have 12 hours of continuing education reported. A minimum of 4 mandatory credits is required. Education providers have 20 days to report completed courses.
4. Address changes must have written notification included, and an additional \$45.00 **for each broker plus** the renewal fee.
5. If currently inactive, only pay the \$100.00 renewal fee. You do not have to have completed 12 hours of continuing education, but will have to provide proof of completion when reactivating your license. To place your license on inactive status write on the renewal form, "Place my license on inactive status", and complete the home address information. Remit the \$10.00 inactive fee **plus** the renewal fee, sign and date the application and return it along with your wall license.
6. If you fail to renew by the October 31st deadline, you may late renew by completing the same procedure and paying the **additional** late fee of \$100.00 until December 14, 2008. **The late fee is non-refundable and non-waivable.**
7. Encourage your office to send all applications in before October 31st to ensure adequate processing time.
8. If you use a title company to hold trust funds, declare that on the Trust Account information line.
9. Resident license from Colorado, Georgia, Idaho, Iowa, Nebraska, New Mexico, Oregon, South Dakota, Tennessee, Utah, Wyoming and Alberta Canada must provide a copy of your current resident license in lieu of continuing education. **Non-resident** licensees must meet our continuing education requirements.

PLEASE FILL OUT PERSONALLY - TYPE OR PRINT

TRUST ACCOUNT # & LOCATION _____

AGENCY PHONE NUMBER _____ AGENCY FAX NUMBER _____

CURRENT HOME ADDRESS _____

(STREET, PO BOX IF USED FOR MAIL, CITY, STATE & ZIP CODE)

****NOTICE**** You must answer the following question:

YES ____ I HAVE COMPLETED THE 12 HOURS OF CONTINUING EDUCATION

NO ____ I HAVE NOT COMPLETED THE 12 HOURS OF CONTINUING EDUCATION

YES ____ NO ____ Have any legal or disciplinary actions been instituted against you since you last renewed your license? If so, please attach copies of the document that initiated each action and all final orders. Mont. Code Ann. Sec. 37-1-105 requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation.

MILITARY EXEMPTION: Section 37-1-138 MCA, provides for the suspension of collection of license fees, the suspension of continuing education requirements, and the suspension of certain disciplinary actions for persons in military service who affirmatively request that their license be placed on inactive status. Therefore, upon receipt of verification of active military service and submission of this completed form, the Board will place such person's license on inactive status.

I certify that I have read this application and the above information is true and correct, and I have complied with all license requirements.

Date: _____

Signature: _____

DEADLINE OCTOBER 31, 2008